

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0009

ISSUE DATE: March 6, 2013

TITLE: Supervising Municipal Finance Officer

CLOSING DATE: March 20, 2013

DIVISION/UNIT: Division of Local Government Services

LOCATION: 101 South Broad Street, Trenton, NJ 08625 **SALARY RANGE:** S29: \$72,252.21 - \$103,039.77

POSITION(S): 1

DISTRIBUTION: DEPARTMENT

DESCRIPTION OF MAJOR DUTIES: Under direction of a supervisory official in the Division of Local Government Services, Department of Community Affairs, supervises the activities of local government finance personnel; administers laws and regulations regarding approval of local unit budgets, review and approval of related financial documents, and compliance with related statutes; reviews audits conducted by Registered Municipal Accountants; does related work as required.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college with a Bachelor's degree including and/or supplemented by twenty-one (21) semester hour credits in accounting.

Applicants must also possess a Certified Municipal Finance Officer (CMFO) certificate issued by the Rutgers Center for Government.

NOTE: A Registered Municipal Accountants (RMA) certification may be substituted for the Municipal Finance Officer (CMFO) certificate.

EXPERIENCE:

Four (4) years of experience involving local budgeting, fiscal administration and audit procedures, one (1) year of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the Bachelor's degree but who do possess the twenty-one (21) semester hour credits in accounting may substitute the remaining education with experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Accounting may be substituted for one (1) year of the nonsupervisory experience.

License/Certifications/Transcripts: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0009
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer